

CONTRACT FINANCIAL MONITORING REPORT

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CONTRACT FINANCIAL MONITORING REPORT

FISCAL YEAR (FY) 2015/2016

INSTRUCTIONS

**Questions regarding the CFMR instructions may be directed to:
The Contract Analyst and/or Fund Analyst**

OVERALL PREPARATION AND SUBMITTAL REQUIREMENTS

GENERAL INFORMATION:

The CFMR is an Excel spreadsheet updated monthly that reports current fiscal year actual and projected expenditures for all Task Orders by month.

It is imperative that as a total, the Task Order and Contract amounts are not exceeded. If there are amendments to Task Orders, such as extensions of the Period of Performance, changes in the Task Order Amounts, and supplemental invoices, it is your responsibility to keep this information up-to-date and accurate.

The file name for the CFMR is as follow: "1234.CFMR.FY16.Year.Mo.xlsx".

Please modify the following information each reporting month:

1234 = Last four digits of the contract number.

Year.Mo = Year and month being reported (i.e. the report due on 8/5/15 will have current expenditures through 7/31/15, therefore, you will use 2015.07 for the Year.Mo).

The consultant is responsible for submitting the CFMR via e-mail (Excel format) to the Contract Analyst and cc: the Fund Analyst, Patty Ordaz (patricia.ordaz@dot.ca.gov), on or before the 5th of each month by the close of business 5:00 p.m., and no later.

Note: It is important that the report is received by the due date every month. If you do not have all the actual dollars and hours, submit what your available actual amounts and project the missing/incomplete information. Once all of the actual data is gathered, be sure to update your report. These updates do not have to be reported until the following month.

When completing the Contract Financial Monitoring (CFMR) Report:

- **DO NOT** change the format of the report.
- **DO NOT** insert extra columns in the submitted report (Exception: You may insert new rows when adding Project Numbers to existing Task Orders or when executing new Task Orders.)
- **DO NOT** remove or hide extra columns or rows in the submitted report.

- **DO NOT** use color text or highlight/shade the report.
- **DO NOT** leave cells blank. If '\$0' expenditures or hours are to be reported, enter a zero.
- **CAREFULLY REVIEW** your CFMR **BEFORE** emailing the completed report to the Contract Analyst and Fund Analyst.

INSTRUCTIONS FOR COMPLETING THE CFMR

Please read the instructions carefully and refer to the attached template.

- **Heading:**
 - Enter "Contract No." "08AXXXX" (ROW 1)
 - Enter "Prime Consultant's Name" (ROW 2)
 - Enter "Contract Period of Performance" (ROW 3)
 - Enter "Contract Amount"- Where applicable, revise total amount for amendments (ROW 4)
 - Enter "Consultant Contract Manager" name and consultant "Telephone No." (ROW 5)
 - Enter "Caltrans Contract Analyst" name and Caltrans Contract Analyst "Telephone No." (ROW 6)
 - Enter "As of" date. Note: Use the last day of the reporting billing cycle. (ROW 7)
- On Open Task Orders, list all Project Numbers as identified on the Attachment A of each Task Order. This should include any "added/new" Project Numbers.
- On Closed Task Orders with multiple Project Numbers, state "Various" under the Project Number column. (Sample for TO #1: CELL B13)
- **Totals:**
 - Enter the "Totals" and "Sub-Totals" for all Task Orders. (Sample: Rows 14, 19, 21, 23, 25, 27)
 - Enter the "CONTRACT BALANCE." (Sample Cell D28)
Contract Balance = Contract Amount *minus* All Executed Task Orders (open & expired)

- For 'Open Task Orders': Subtract the full Task Order amount
- For 'Closed Task Orders': Subtract the actual expenditures

COLUMN HEADINGS:

COL. A TO #

Enter the Task Order number. (Include all open and closed Task Orders (Sample for TO #1: CELL A13)

COL. B PROJECT NUMBER

Enter all Project Numbers including phases (11 digits) for open Task Orders. Closed Task Orders with multiple Project Numbers may be listed as "Various" (Sample for TO #1: CELL B13)

COL. C TASK ORDER START DATE

Enter the start date of the Task Order. (Sample for TO #1: CELL C13)

COL. D TASK ORDER END DATE

Enter the end date of the Task Order. If applicable, revise end date for any amendments. (Sample for TO #1: CELL D13)

COL. E TASK ORDER AMOUNT

Enter the Task Order amount. If applicable, revise total amount for any amendments. (Sample for TO #1: CELL E13)

COL. F ACTUAL EXP (EXPENDITURE) PRIOR FY

Enter the expenditures for all prior fiscal years thru 6/30/15 (Sample for TO #2: CELL F15)

For Task Orders written for multiple fiscal years (i.e., 8/31/13 - 12/31/15, include expenditures for FY14 & 15.

COL. G TASK ORDER BALANCE 07/1/15

Enter the balance for all Task Orders. Subtract the "Actual Exp Prior FY" from the "Task Order Amount" (Sample for TO #2: CELL E19-F19 = G19)

Note: The amount in G19 is the current Task Order balance as of 7/1/15.

COL. H ACTUAL \$ DOLLARS

Enter the "Actual Dollars" expended amount billed each month. Where applicable, revise "Actual Dollars" for any revisions, i.e., supplemental invoices, disputes and/or disallowances on monthly invoices. (Sample for TO #1: CELL H13)

Note: It is vital that you update any revisions made to your actual expenditures.

COL. I ACTUAL HOURS

Enter the "Actual Hours" billed each month. Where applicable, revise "Actual Hours" for any revisions, i.e., supplemental invoices, disputes and/or disallowances on monthly invoices. (Sample for TO #1: CELL I13)

Note: It is vital that you update any revisions made to your actual hours.

COL. J PROJ. (PROJECTED) \$ DOLLARS

Enter "Proj. Dollars" projected expended amount to be billed each month through 6/30/2016. (See Columns: J, L, N, P, R, T, V, X, Z, AB & AD)

Note: every month, the fiscal year "Projected Dollars" will change to "Actual Dollars."

COL. K PROJ. (PROJECTED) HOURS

Enter "Proj. Hours" projected each month through 6/30/2016. (See Columns: K, M, O, Q, S, U, W, Y, AA, AC & AE)

Note: every month the fiscal year "Projected Hours" will change to "Actual Hours."

COL. AF GRAND TOTAL \$ DOLLARS 7/1/15 - 6/30/16 Enter the amount of the "Grand Total Dollars" for each row (Sum of Columns: H, J, L, N, P, R, T, V, X, Z, AB & AD), for the entire fiscal year (July 1, 2015 through June 30, 2016)

COL. AG GRAND TOTAL HOURS 7/1/15 - 6/30/16

Enter the amount of the "Grand Total Hours" for each row (under CELL AG10) (Sum of Columns: I, K, M, O, Q, S, U, W, Y, AA, AC & AE), for the entire fiscal year (July 1, 2015 through June 30, 2016)

CONTRACT FINANCIAL MONITORING REPORT
FY16/16

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
1	Contract No.:	00XXXX																														
2	Contract Name:	XXXXXX																														
3	Contract Period of Performance:	XXXXXX - XXXXXX																														
4	Contract Amount:	\$ 1,356,000.00																														
5	Consultant Contract Number:	XXXX XXXX																														
6	Consultant Contract Name:	XXXX XXXX																														
7	Contract Start Date:	06/01/13																														
8	Contract End Date:	06/30/16																														
9	PROJECT	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER
10	TO #	NUMBER	START DATE	END DATE	AMOUNT	ACTUAL EXP	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
11						PROR FY	BALANCE	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER	TASK ORDER
12																																
13	1	Venue	07/15/14	06/30/15	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	2	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	2	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	2	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	2	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	2	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	2	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	3	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	3	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	3	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	4	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	5	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	6	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	7	Venue	08/01/13	08/01/13	\$20,000.00	\$19,998.97	\$13.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	SUB TOTAL:				\$7,628,513.93		\$15,977.75	\$15.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	CONTRACT BALANCE:																															
29																																
30																																
31																																

Note 1 - PLEASE DO NOT REFORMAT THIS SHEET.

Note 2 - Spreadsheet should be completed through June 30, 2016, with all appendices and/or enclosures.